



## **CITY OF NEWPORT BEACH BOARD OF LIBRARY TRUSTEES MEETING AGENDA**

**Newport Beach Public Library - Balboa Branch**  
**100 E. Balboa Boulevard, Newport Beach, CA 92662**  
**Monday, March 21, 2016 – 5:00 PM**

### ***Board of Library Trustees:***

**Jerry King, Chair**  
**John Prichard, Vice Chair**  
**Jill Johnson-Tucker, Secretary**  
**Robyn Grant, Board Member**  
**Janet Ray, Board Member**

### ***Staff Members:***

**Tim Hetherton, Library Services Director**  
**Dave Curtis, Library Services Manager**  
**Elaine McMillion, Administrative Support Specialist**

The Board of Library Trustee meeting is subject to the Ralph M. Brown Act. Among other things, the Brown Act requires that the Board of Library Trustees agenda be posted at least seventy-two (72) hours in advance of each regular meeting and that the public be allowed to comment on agenda items before the Board and items not on the agenda but are within the subject matter jurisdiction of the Board of Library Trustees. The Chair may limit public comments to a reasonable amount of time, generally three (3) minutes per person.

The City of Newport Beach's goal is to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance beyond what is normally provided, we will attempt to accommodate you in every reasonable manner. Please contact Tim Hetherton, Library Services Director, at least forty-eight (48) hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible at (949) 717-3801 or [thetherton@newportbeachca.gov](mailto:thetherton@newportbeachca.gov).

### **NOTICE REGARDING PRESENTATIONS REQUIRING USE OF CITY EQUIPMENT**

Any presentation requiring the use of the City of Newport Beach's equipment must be submitted to the Library Services Department 24 hours prior to the scheduled meeting.

### **I. CALL MEETING TO ORDER**

### **II. ROLL CALL**

### **III. NOTICE TO THE PUBLIC**

The City provides a yellow sign-in card to assist in the preparation of the minutes. The completion of the card is not required in order to address the Board of Library Trustees. If the optional sign-in card has been completed, it should be placed in the box provided at the podium.

The Board of Library Trustees of Newport Beach welcomes and encourages community participation. Public comments are generally limited to three (3) minutes per person to allow everyone to speak. Written comments are encouraged as well. The Board of Library Trustees has the discretion to extend or shorten the time limit on agenda or non-agenda items. As a courtesy, please turn cell phones off or set them in the silent mode.

### **IV. PUBLIC COMMENTS**

Public comments are invited on agenda items. Speakers must limit comments to three (3) minutes. Before speaking, we invite, but do not require you to state your name for the record. The Board of Library Trustees has the discretion to extend or shorten the speakers' time limit on

agenda items, provided the time limit adjustment is applied equally to all speakers. As a courtesy, please turn cell phones off or set them in the silent mode.

**V. CONSENT CALENDAR**

All matters listed under CONSENT CALENDAR are considered to be routine and will all be enacted by one motion in the form listed below. The Board of Library Trustees have received detailed staff reports on each of the items recommending an action. There will be no separate discussion of these items prior to the time the Board of Library Trustees votes on the motion unless members of the Board of Library Trustees request specific items to be discussed and/or removed from the Consent Calendar for separate action. Members of the public who wish to discuss a Consent Calendar item should come forward to the lectern upon invitation by the Chair.

**A. Minutes of the February 16, 2016 Board of Library Trustees Meeting**

**B. Consent Calendar Items**

**1. Customer Comments**

Monthly review of evaluations of library services through suggestions and requests received from customers.

**2. Library Activities**

Monthly update of library events, services and statistics.

**3. Expenditure Status Report**

Monthly expenditure status of the library's operating expenses; services, salaries and benefits by department.

**4. Board of Library Trustees Monitoring List**

List of agenda items and dates for monthly review of projects by the Board of Library Trustees.

**VI. CURRENT BUSINESS**

**A. Items for Review**

**5. Balboa Branch Library Report**

Branch Librarian Evelyn Rogers will present the annual update on Balboa Branch activities.

**6. Media Lab Update**

Adult Services Coordinator Natalie Basmacian will report on Media and Sound Lab usage, resources, and management.

**7. Library Material Selection and Downloadable Services**

Librarian II Melissa Hartson will provide the annual update on Collection Development activities.

**8. Corona del Mar Branch Project Update**

Library Services Director Tim Hetherton will provide an update of recent activities pertaining to the planning of the new Branch facility in Corona del Mar.

**9. Donations to the Library**

Staff recommends that the Board of Library Trustees accept a check in the amount of \$15,480 from the NBPL Foundation for restricted disbursement, and another check in the amount of \$200 for the Mariners Branch Library's collection.

**B. Monthly Reports**

**10. Library Services**

Report of Library issues regarding services, customers and staff.

**11. Friends of the Library Liaison Report**

Trustee update of the most recently attended Friends of the Library Board meeting.

**12. Library Foundation Liaison Report**

Trustee update of the most recently attended Library Foundation Board meeting.

**13. Witte Lectures Committee Liaison Report**

Trustee update of the most recently attended Witte Lectures Committee's monthly meeting.

**VII. BOARD OF LIBRARY TRUSTEES ANNOUNCEMENTS OR MATTERS WHICH MEMBERS WOULD LIKE PLACED ON A FUTURE AGENDA FOR DISCUSSION, ACTION OR REPORT (NON-DISCUSSION ITEM)]**

**VIII. PUBLIC COMMENTS ON NON-AGENDA ITEMS**

Public comments are invited on non-agenda items generally considered to be within the subject matter jurisdiction of the Board of Library Trustees. Speakers must limit comments to three (3) minutes. Before speaking, we invite, but do not require, you to state your name for the record. The Board of Library Trustees has the discretion to extend or shorten the speakers' time limit on agenda or non-agenda items, provided the time limit adjustment is applied equally to all speakers. As a courtesy, please turn cell phones off or set them in the silent mode.

**IX. ADJOURNMENT**